

# Welcome

Welcome Customer Administrator. This manual will show you how to change general information associated with your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

## CUSTOMER SUPPORT

### Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

### Email

support@www.colorado.gov

### Mail

Colorado Interactive

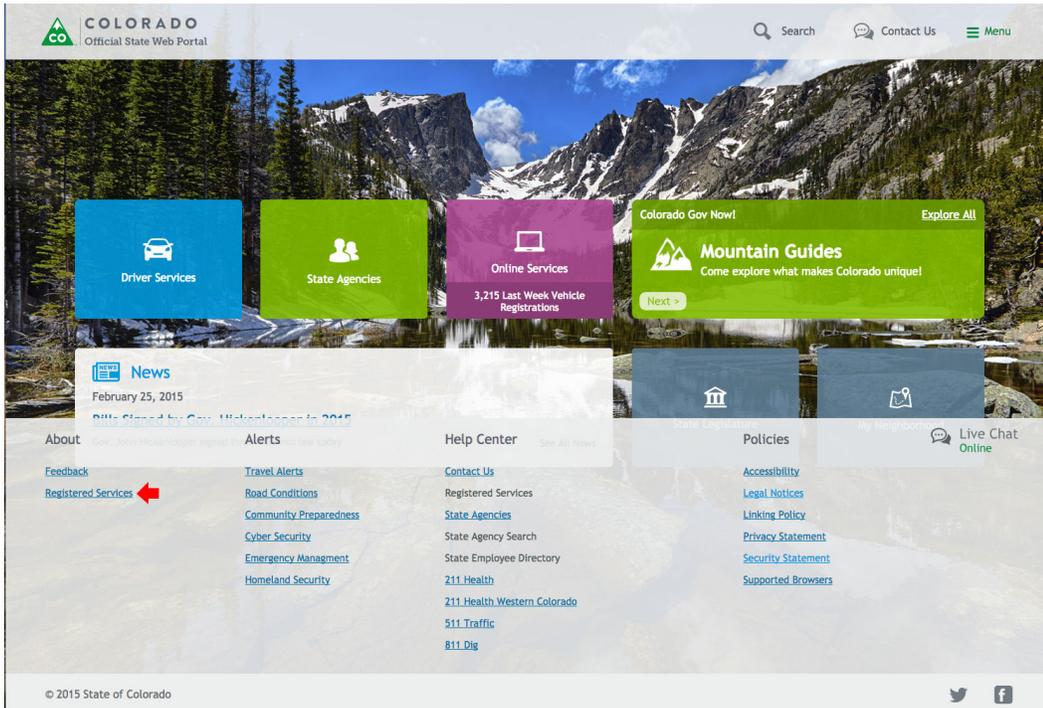
600 17<sup>th</sup> Street, Suite 2150 South

Denver, CO 80202

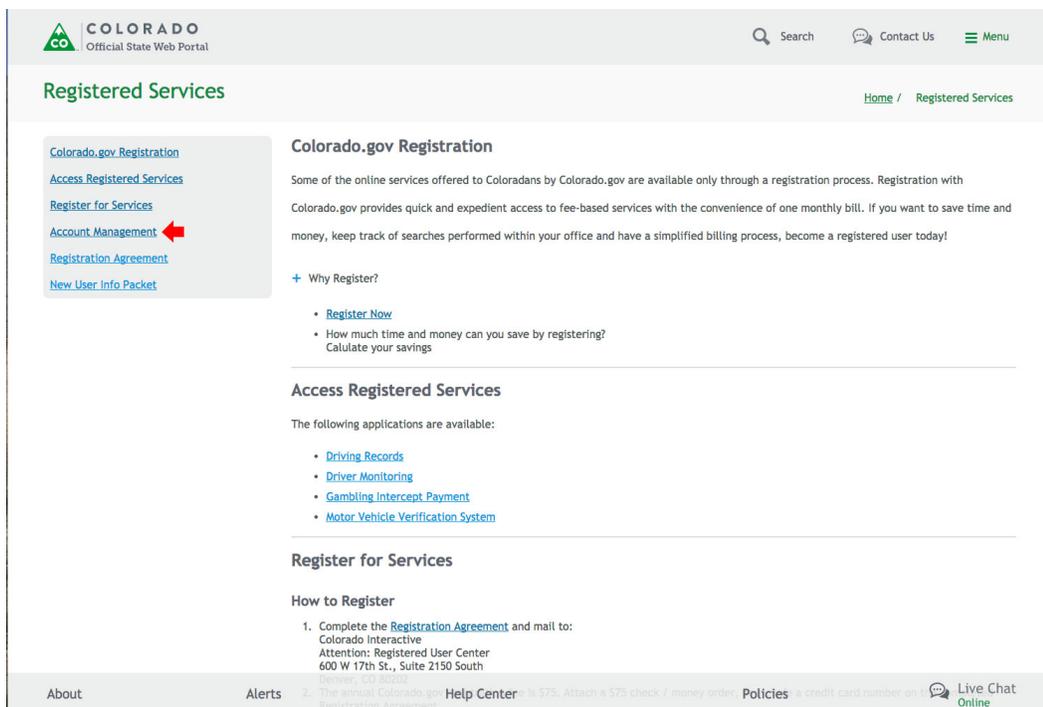
# Change General Information

This function allows the Customer Admin to change the general information for the company such as contact information.

## 1.1.1 Colorado.gov Homepage-Access Registered Services page



## 1.1.2 Registered Services Page-Access Account Management Section



### 1.1.3 Log into CDB (Customer Data Base) –Enter your username and password

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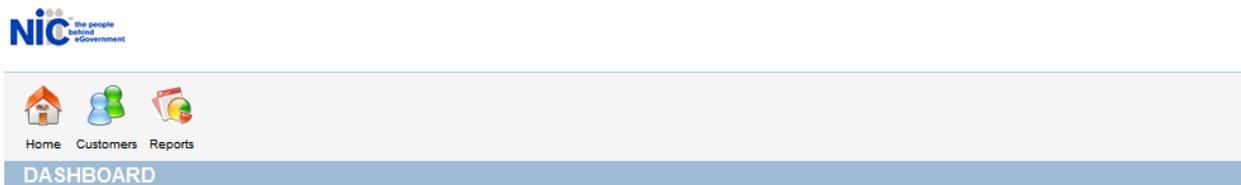
**Login to Your CDB Account**

Login:

Password:

[Forgot my password](#)

### 1.1.4 Select Customer



### 1.1.5 Choose Modify Customer

Colorado

Home Customers Reports

My Profile: [jsmith](#) Logout

**CUSTOMER SUMMARY**

Home > Customers > Customer Summary

Customer Information [Modify Customer](#)

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith John	Phone:	123-456-7890
Contact Email:	<a href="mailto:johnsmith@abccompany.com">johnsmith@abccompany.com</a>	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	08/27/2009	Customer Address:	123 Main St Denver, CO 80202 USA
NIC Customer:		Secondary NAICS Code:	
Status Changed:	08/27/2009		
Primary NAICS Code:			

Aging Information

Balance	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121+ Days

Address Information

Address 1:	123 Main St
Address 2:	
City:	Denver
State/Province:	Colorado
Postal Code:	80202
Country:	USA

